# Free Massachusetts income tax return filing program for full-year residents

## Overview

The Department of Revenue (DOR) offers Massachusetts taxpayers the opportunity to file an income tax return for free through MassTaxConnect, DOR's web-based application for filing and paying taxes.

Anyone who is a Massachusetts resident for the entire tax year, and previously filed a Massachusetts return, is eligible, provided that the schedules required to complete the return are supported (see the list below).

Filing your income tax return through MassTaxConnect will electronically send your state tax return to DOR. The return must be e-filed. A printed version of the return will not be accepted.

You may save a copy of your completed return for your records after it has been initially processed, usually within 24 hours. Instructions are below.

# **Getting Started**

To file a personal income tax return through <u>MassTaxConnect</u>, choose "Sign Up" on the MassTaxConnect homepage, and select "Create My Logon," if you haven't already created a logon, and follow the prompts. Select the option to sign up as an individual and the account type is personal income tax. You will need to provide either a Social Security number or ITIN. You'll also need to provide one of the following, so have these item(s) handy:

- Tax return amount from one of the last three returns (a zero return amount cannot be used for authentication). The tax return amount is the amount reported as "Income tax after credits" on one of your last three state income tax returns (Form 1 or Form 1-NR/PY).
- Refund amount from one of your last three returns. The refund amount is the amount reported as "This is your refund".

This filing method also provides an opportunity for taxpayers who are eligible for a circuit breaker credit or household dependent credit and may only need to file a state income tax return.

Before you begin you should review the <u>Form 1 Instructions</u> for the 2021 personal income tax return for recent tax law changes, common errors, important definitions of terms that appear on the return and help with certain calculations that must be made to determine amounts that must be reported.

# Schedules Supported by MassTaxConnect

The following schedules are supported by the MassTaxConnect income tax return (Form 1) filing program:

- o Schedule B Interest, Dividends and Certain Capital Gains and Losses
- Schedule C Massachusetts Profit or Loss from Business
- Schedule CB Circuit Breaker Credit
- Schedule D Long-Term Capital Gains and Losses Excluding Collectibles and pre-1996 installment sales
- Schedule DI Dependent Information
- Schedule E Reconciliation Total Supplemental Income and (Loss)
- Schedule E-1 Rental Real Estate and Royalty Income and (Loss)
- Schedule E-2 Partnership and S Corporation Income and (Loss)
- o Schedule E-3 Estate, Trust, REMIC and Farm Income and (Loss)
- Schedule HC Health Care Information
- o Schedule X/Y Other Income and Deductions.

# Prepare to File Your return

Please have the following information available:

Social Security number

Filing status

Federal income

Exemptions

Income and deductions

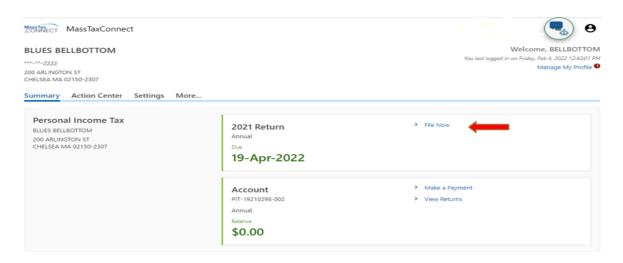
State withholding information from all Forms W-2 and 1099

If applicable, your completed US Form 1040/1040EZ.

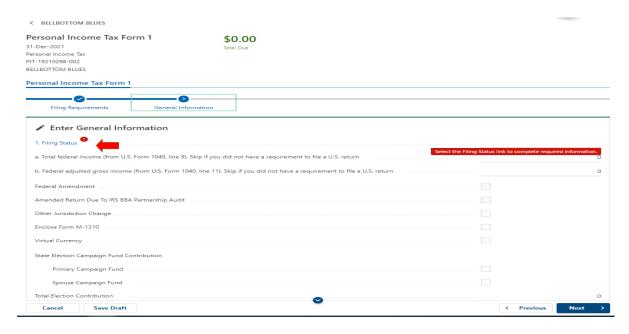
## File Your Return

The return format is separated by sections. You must complete all required fields in each section before you can continue to the next section. You can save your draft at any time and return to it later by choosing "Save Draft" at the end of each section.

After completing the sign-up process, you will see your Personal Income Tax panel. See example below.



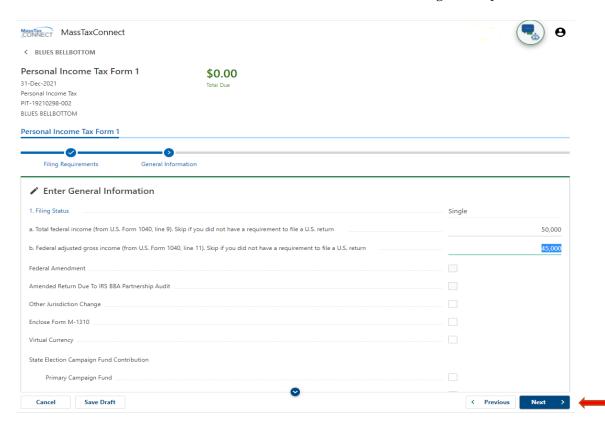
Choose "File Now" to file your 2021 return.



Choose "Filing Status". Complete all applicable lines of the return. Any lines marked *Required* with a red asterisk must be completed to move on to the next section. Choose "Next".

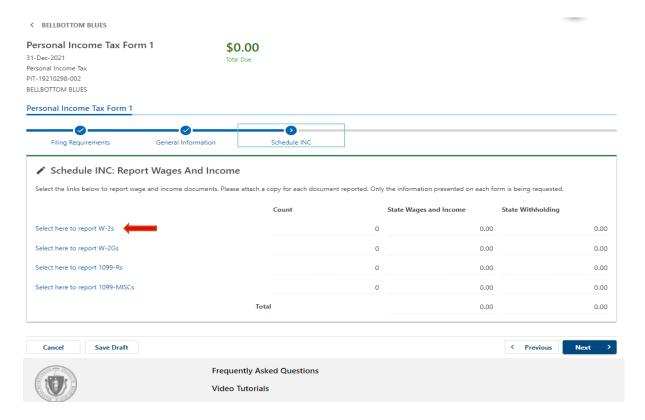


Choose your filing status at top (e.g., single, head of household, joint) and enter other identifying information. When all information has been entered into the Filing Status panel, choose "OK".

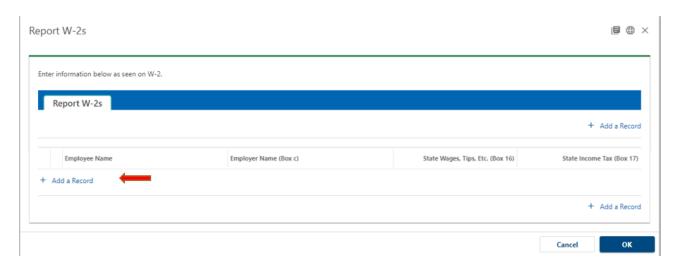


Enter all relevant information, including income information, indicating if the return is amended, and any appropriate enclosures, choose "Next".

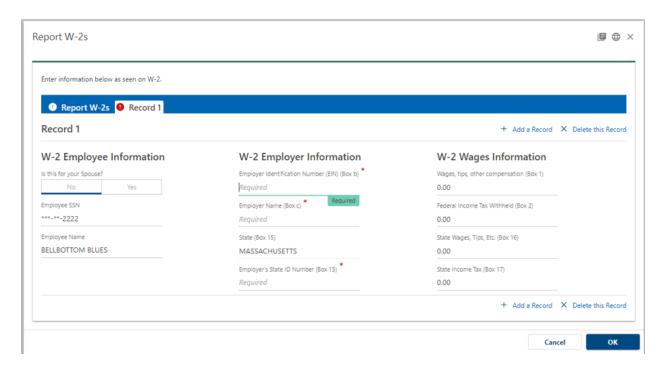
## Report wages and income



Choose the appropriate link(s) to enter all wage and income information. In this example, we will choose "Select here to report W-2s". Choose "Next".



Choose "Add a Record" then "OK".



Enter employee, employer and wage information from your W-2 and select "OK". Repeat the process for other wage and income forms you may have. Keep these forms handy because the information does not automatically carry over to the line items of the return. Choose "OK".

### Prepare remainder of your return

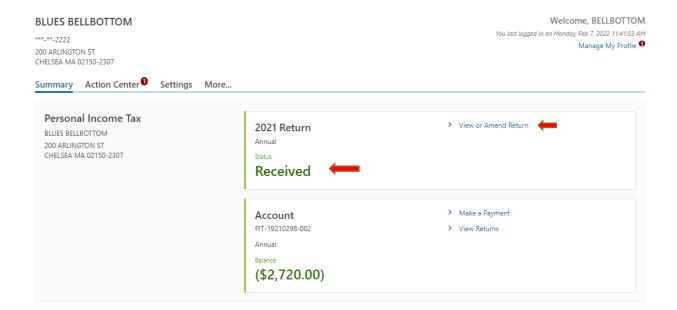
To prepare the remainder of your return, access the relevant schedules through the hyperlinks and enter all required information. If you have a payment due, you will be prompted to select payment options to pay from a bank account, credit card or not make a payment. You can schedule a payment for a future date or return to MassTaxConnect to make the payment later.

If you are due a refund, you can choose direct deposit options at Line 52. If you do not choose direct deposit, a check will be mailed to the address on record.

#### **Submit your Return**

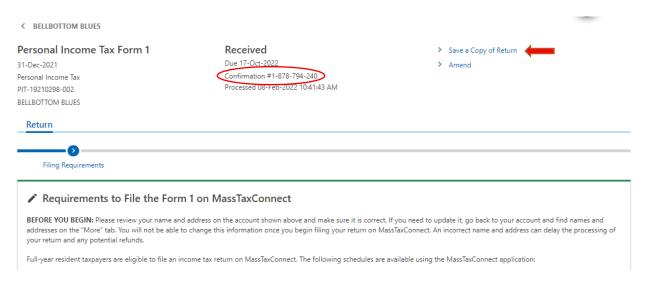


Your return can be submitted, provided all required fields have been completed, by choosing "Submit". The return will automatically be filed electronically with DOR.

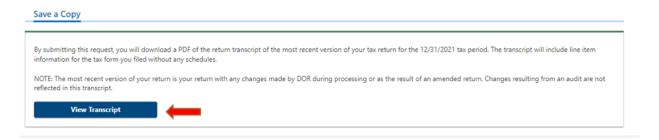


The status of your return will change from "Submitted" to "In Process" to "Received" and finally to "Accepted." Once the status changes to "Received" select "View or Amend Return" to save a copy.

# Save a Copy



A confirmation number will appear, and you will select "Save a Copy of Return".



Select "View Transcript" and a PDF of your return will be automatically downloaded for you to save for your records.